



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**BRAVO COMPANY, 554TH ENGINEER BATTALION**  
**U.S. ARMY ENGINEER SCHOOL**  
**FORT LEONARD WOOD, MO 65472-8941**

ATSE-BFB

06 August 2010

**MEMORANDUM FOR RECORD**

**SUBJECT: Reporting Instructions for EN BOLC-B**

**1. Welcome.**

- a. Ladies and Gentlemen welcome to Ft. Leonard Wood, EN BOLC-B. I hope this letter will be useful; please pass this information on to your peers that do not have an AKO account (an AKO account is required at EN BOLC-B).
- b. Your report date should be reflected on your PCS orders or DD form 1610. The Commander cannot grant any leave or pass prior to your arrival to Ft. Leonard Wood. IAW AR 600-8-10, Leaves and Passes
- c. Report immediately to BLDG 470 to receive lodging.
- d. If arriving prior to your report date, sign-in with B Co, 554th BN, in building 1702D.

**2. In- Processing Instructions.**

- a. Proceed to B Co, 554th BN, in building 1702D. The student entrance is in the back side of the building. In-processing will start at a time directed by Cadre. It is strongly advised that you arrive a day prior to in-processing in order to review the current posted class reporting times and procedures.
- b. The uniform for height/weight/tape on the first day is the Improved Physical Fitness Uniform (IPFU). International students are not required to attend the height/weight/tape.
- c. All students will report to their team classroom at 0700 hrs in duty uniform after the height/weight/tape is complete.
- d. Students must bring the following items with them for in-processing:
  - (1) DA Form 31 (Leave Request – if applicable)
  - (2) 10 copies of orders and any amendments
  - (3) 2 copies of DA 71 Oath of Office
  - (4) Medical and Dental Records (to include yellow shot records)

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- (5) You must have your lodging address (Bldg and RM#) or if you are staying off post the name of the hotel and room number.
- (6) Have your room phone number and/or cell phone.
- (7) Finance records (any previous pay vouchers that may have been submitted or need to be submitted to DFAS)
- (8) Marriage license, dependent birth certificates, and child custody documents (3 certified copies of each)
- (9) DD Form 214 (If applicable)
- (10) Original Military Drivers License and DA Form 348
- (11) Copy of your rental agreement or mortgage statement
- (12) Flight itinerary, if applicable
- (13) Motorcycle Riders Safety Cards (if applicable)

### 3. Military Training Support Services (MTSS).

- a. Fort Leonard Wood is on the MTSS for all Army Personnel (Active, ARNG, USAR).
- b. Lodging and meals (Monday – Friday) are covered by MTSS.
- c. Per-diem is paid on weekends and federal holidays, not training holidays.

### 4. Traveling

- a. In and around mileage is not authorized unless it is annotated on your orders or form 1610.
- b. Do not share the cost of a room; you will not get reimbursed if you are not the one paying for the room.
- c. Do not leave any valuables or important documents in your vehicle. There have been vehicles stolen and broken into while enroute to Ft. Leonard Wood.
- d. Ensure you have a full set of ACU and IPFU in your carry-on bag.

### 5. Family Members

- a. If it is not specifically noted in your orders you are not authorized to have family members accompany you when you report.
- b. We **HIGHLY DISCOURAGE** that you bring your family members with you while you attend training. You will be very busy and required to work on weekends.
- c. If you decide to bring your family, please understand that this is to be paid out of pocket and is not reimbursable. The cost of having family join you is five dollars (\$5.00) a day per family member for a maximum of thirty (30) consecutive days (Lodging 1-800-677-8356).
- d. If your family intends to join you, please contact us immediately.

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e. Children are not allowed to stay in lodging.

6. Privately Owned Weapons

a. We highly recommend you do not bring your POW's (Privately Owned Weapons) while attending BOLC B.

b. If you do bring a POW it will be stored in a Post Arm's Room for the duration of your training.

7. Weather and Road Conditions

a. We highly recommend that you visit the Fort Leonard Wood homepage at [http://www.wood.army.mil/wood\\_cms](http://www.wood.army.mil/wood_cms) to view the Snow and Ice Report (SNAIR) and Current Road Conditions which could delay your arrival. You can also call (573) 563-4141 for the SNAIR and Road Conditions status.

b. Soldier's attending courses during winter and early spring should be aware of the Road Conditions and Weather while traveling to Fort Leonard Wood taking all necessary precautions to ensure a safe arrival.

8. Recommended items to bring to course

a. Laptop computer

b. Printer

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9. The point of contact for this memorandum is B Company Operations at (573) 596-0131 Ext. 6-2317. Any questions or concerns should first be directed to the Operations Office before contacting the Commander or First Sergeant.

The following are additional numbers you may find useful:

B Co Commander	(573) 596-7346
B Co 1SG	(573) 596-4578
B Co Fax	(573) 596-0793
Post Operator	(573) 563-0131
Post Staff Duty	(573) 563-6126
BDE Staff Duty	(573) 596-0222
FLW MP Desk	(573) 563-6141
FLW Reservation	(800) 677-8356
FLW Lodging	(573) 596-0999
Post Cab	(573) 563-0111

**\*\*If you are calling from an off post phone you must first dial (573) 596-0131 then the last 5 digits of the Ext you are trying to reach.**

10. The attached MANDATORY EN BOLC-B ONLINE COURSES need to be completed prior to your report date.

***ESSAYONS!***

JOSEPH RILEY  
CPT, EN  
Commanding

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### **MANDATORY EN BOLC-B ONLINE COURSES**

#### **INFORMATION ASSURANCE (IA) AWARENESS TRAINING\***

Website: <https://ia.signal.army.mil/> . This course covers computer physical and information security.

HELPFUL HINT: on a password question, 10 characters are required for military password.

#### **ANTI-TERRORISM (AT) LEVEL I TRAINING\***

Website: <https://atlevel1.dtic.mil/at/> . This course covers basic steps to mitigate the risk of terrorism and basic responses to a terrorist attack or attempted terrorist attack.

#### **ARMY ACCIDENT AVOIDANCE COURSE\***

Website:

<https://safety.army.mil/training/ARMYACCIDENTAVOIDANCECOURSE/tabid/932/Default.aspx> . Follow the link and the instructions on this website in order to complete the course.

Warning: Ensure that upon completion you print the course certificate, if at any time you do not complete the training or fail to print the certificate, there is no online record kept and you will be required to start the training over.

#### **COMPOSITE RISK MANAGEMENT BASIC COURSE\***

Website: <https://www.lms.army.mil> . Type in this link and the ALMS homepage should appear. If prompted, type in AKO username and password. On the right hand side of the page there should be a Course Catalog Search box. Type in “composite risk management basic course” and click “go”. When the course shows up, click on “Register” to begin the course.

\*\* All courses require a certificate to be printed out (landscape) and turned in when you in process that first day; keep a copy of each for your own records also.

\*\*There are also additional DL training requirements that must be completed during the course.

**Under the Contracting Folder:** You will be expected to complete the Contracting Officer Representative (COR) training and MS Project training while here at Fort Leonard Wood. The contracting course is comprised of two separate modules, the DAU Contracting Course, and either the 3 x Reimer’s Courses or 2 x Army eLearning Courses. We will be scheduling training but usually this training is conducted on a Saturday. If you are done with the classes by then, you get the weekends off.

### **MEDICAL INFORMATION THAT MUST BE COMPLETED PRIOR TO START DATE OF COURSE**

Complete the Pre Periodic Health Assessment (PHA) by signing into your AKO account. Once logged on proceed to **My Professional Data** which is located on the right side of the screen. Click on **My Medical Readiness Status**, and then click on **Periodic Health Assessment** under MEDPROS Periodic Health Assessment. Select **New Form** in upper right of screen and complete.

\*Females must bring Health & Wellness paper work .(even if from a private practitioner)

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Attendance **IS VERY IMPORTANT TO ALL SERVICE MEMBERS.** You are strongly advised to show up to Fort Leonard Wood a day early. This will allow you to find the in-processing time and location prior to your in-processing date.

Please pass this information to those who did not receive this e-mail.

**Additional Guidance:** If you have an active email account at another military installation (mainly concerns prior service/OCS students), you will need to **deactivate it prior to arriving to Ft. Leonard Wood.** This will enable you to create an account here at FLW, which is a course requirement and will allow us to get you access to Blackboard in order for you to take exams and view study material for each module.

To ensure a smooth transition throughout the course, you should begin preparing your ASU or Class A uniforms, which translates to having them purchased and tailored prior to arriving or within the first few weeks. There will be inspections to ensure your uniforms are correct prior to any formal events. USAR and ARNG officers are the only ones authorized to wear the Class A uniform with the green shirt for formal functions. I would also suggest contacting your assigned unit (if you already have orders for a follow on assignment) for patches and unit insignia required for your uniforms. If not, you will need to go to the Clothing and Sales store on post and purchase the EOBC patch and 554<sup>th</sup> Unit Crest. National Guard and Reservists who are currently assigned to a unit will wear that unit's authorized patch and distinctive unit insignia.